Appendix no 1
to ordinance no 33 of the Rector of the University of Warsaw of 21 February 2020
on setting out the procedure, principles and criteria for periodic evaluation of academics

*TEMPLATE*

**ACADEMIC PERIODIC EVALUATION FORM**

[ ]  Evaluation committee (name of the organisational unit of the University):

[ ]  University evaluation committee

**Evaluation date:**

**First name and surname of the academic:**

Scientific title/scientific degree/professional title:

Organisational unit of the University:

Employment basis: ………………… until: ………………/for an indefinite period

Position: ……………………………………… as of:

Employee group: research academics, research/teaching academics, academic teachers\*

*\* delete as appropriate*

Working-time amount:

Hourly requirement/academic year:

Previous evaluation date:

**Part I.** (to be completed by the academic)

**INFORMATION ON SCIENTIFIC, TEACHING AND OTHER ACTIVITIES, INCLU­DING ORGANISATIONAL ACTIVITIES AND DEVELOPMENT OF PROFESSIONAL COMPETENCIES DURING THE PERIOD FROM PREVIOUS EVALUATION**

**SCIENTIFIC ACTIVITIES**

**Short self-description** (research subjects, key results and achievements, etc.)

1. **Scientific articles** (taking into account the rank of publications and journals, in which they were published); for each item, please enter the journal score from the ministry list, indicator /*Source Normalized Impact per Paper (SNIP), CiteScore, Scimago Journal Rank (SJR), Journal Impact Factor, Article Influence, or Category Normalized Citation Impact/* for the journal (if applicable), number of citations of this article (including the source) and potentially its published reviews).
2. **Innovative activities and practical effects of research (including information of financial resources acquired for the University of Warsaw):**
3. product, process, system, organisational, social innovation, in particular invention, product, material, strategy, scenario, plan, programme, technology, method, procedure, software, plant variety;
4. patents, licences;
5. expert opinions, opinions, know-how, scientific papers for other entities;
6. implementations/applications of results of scientific researches or development works;
7. other (please specify).
8. **Participation in scientific projects** (role of the academic subject to evaluation in the project, total grant amount; in the case of projects carried out together with other organisations, please specify the amount of funds received by the University of Warsaw):
	1. research projects financed from national resources;
	2. own research (DSM);
	3. research projects financed from foreign resources;
	4. international and national scientific projects including development works;
	5. information on applications submitted for research project financing pending the decision;
	6. information on applications submitted for research project for which financing was declined;
	7. other (please specify).
9. **Participation in the procedure for awarding scientific degrees or the professor title:**
10. number of reviews in proceedings to award the doctor degree or *doktor habilitowany* degree, and in proceedings for awarding the professor title;
11. number of reviews for the Central Committee for Degrees and Titles, Scientific Excellence Council;
12. participation in doctoral or habilitation committees.
13. **Reviews of projects and scientific papers** (does not apply to reviews prepared within the framework of teaching duties).
14. **Participation in conferences, symposia, scientific sessions and seminars** (including their significance and the nature of the involvement).
15. **Scholarships and scientific internships.**
16. **Participation in editorial bodies of national and foreign scientific journals and publishing series, holding the function of editor-in-chief of scientific journals (taking into account the journal score from the ministry list).**
17. **Membership of national and international expert teams.**
18. **Prizes and awards for scientific work.**
19. **Popularization activities** (dissemination of knowledge and culture – popular science publications, lectures, involvement in projects popularizing knowledge and culture).
20. **Other forms of scientific activity** (please specify).

**TEACHING ACTIVITIES**

**Was the hourly requirement conducted in the evaluation period to the extent specified in the Rules of Work at the University of Warsaw?**

**YES / NO** (delete as appropriate).

**Comments** (e.g. reduction of the hourly requirement, leaves, etc.):

1. **Involvement in the education of students, doctoral candidates and other participants of studies and courses conducted by the University of Warsaw:**
2. educational classes (type of classes and number of hours in individual academic years);
3. tutoring in master thesis and doctoral dissertations (indicating those that arise in cooperation with an external organisation);
4. conducting or participating in promoting original, innovative forms of teaching, new study programmes, etc.;
5. authorship of textbooks and other teaching aids;
6. distinctions for teaching activities.
7. **Number of promoted:**
8. doctors;
9. masters;
10. engineers/bachelors.
11. **Looking after students (tutoring, organisation of internships, other – please specify).**
12. **Classes and teaching internships in other scientific centres in the country and abroad.**
13. **Other forms of teaching activity (please specify).**
14. **Development of teaching competencies:**
15. publications on teaching activities (e.g. designing study programmes, teaching methods, results of the education);
16. other (please specify).

**ORGANISATIONAL ACTIVITIES**

1. Functions performed at the University of Warsaw.
2. Participation in meetings of collegial bodies at the University, works of university committees (appointed by the rector or the senate), faculty committees or discipline committees, as well as in meetings of collegial bodies of the University or organisational unit of which the academic teacher is a member.
3. Membership and functions in national and international societies, organizations and scientific or artistic institutions.
4. Organization of conferences, symposia and scientific sessions.
5. Organization of foreign exchanges.
6. Participation in the creation of research infrastructure or research facilities.
7. Organization of the teaching process.
8. Other (please specify).

**DEVELOPMENT OF PROFESSIONAL COMPETENCIES**

1. Acquiring and developing the knowledge, including at university study or doctoral school.
2. Education at postgraduate studies.
3. Development of scientific competencies, including scientific internships, proceeding instituted in order to award the degree of doctor, *doktor habilitowany* or the professor title, or perspectives for instituting these proceedings.
4. Teaching internships and development of teaching competencies, including using state-of-the-art digital tools and technologies:
	1. teaching internships;
	2. trainings, workshops, seminars, conferences and other dedicated to teaching – carrying out or participation.
5. Development of soft competencies.
6. Participation in courses, trainings, workshops and other forms of development of professional competencies, including management competencies.

**OTHER** (additional information that may be of relevance to evaluation of work/ achievements in the evaluation period).

*I declare that my accomplishments during the evaluation period did not breach regulations on copyright and related rights, as well as intellectual property.*

Warsaw, ……………………… …………………………………………

(signature of the academic)

**Part II.**

**OPINIONS**

***Opinions are an integral part of the evaluation form, but they can be attached to the form as separate documents.***

**1. Opinion of the direct superior.**

**2. Opinions of:**

1. **scientific councils of disciplines** (evaluation of scientific activities and achievements):
2. **teaching councils** (evaluation of teaching activities and achievements):

**3. Evaluation by students and doctoral candidates** (pertaining to carrying out teaching duties by the academic):\*

1. evaluation by students;
2. evaluation by doctoral candidates.

\* In this part, please present summarised results of student surveys for the evaluation period together with information on the number of questionnaires summarised and the grading scale used in questionnaires.

**4. Expert opinion** (if the evaluation committee requested such an opinion).

**5. Opinion of the Rector or a person designated by the Rector** (in the case of evaluation of academics referred to in § 15 s. 15 of *ordinance no 33 of the Rector of the University of Warsaw on setting out the procedure, principles and criteria for periodic evaluation of academics*).

**Part III.**

**EVALUATION BY THE EVALUATION COMMITTEE**

Based on the materials submitted and the academic’s declaration, the Committee:\*

* concluded that during the evaluation period, the academic’s accomplishments did not breach regulations on copyright and related rights, as well as intellectual property; or
* concludes that during the evaluation period, the academic’s accomplishments breached regulations on copyright and related rights, as well as intellectual property.

Evaluation by the evaluation committee:

POSITIVE EVALUATION\* NEGATIVE EVALUATION\*

*\* delete as appropriate*

|  |
| --- |
|  |

Arithmetic average of partial evaluations (based on ZKOONA):

JUSTIFICATION OF EVALUATION:

The evaluation committee comprising (first name and surname of a committee member):

1. …………………………………………… ………………………… (chairperson)

(first name and surname) (signature)

1. …………………………………………… …………………………

(first name and surname) (signature)

1. ……………………………………………. ………………………….

(first name and surname) (signature)

1. …………………………………………… ………………………….

(first name and surname) (signature)

1. ………………………………………….. ………………………….

(first name and surname) (signature)

**CONFIRMATION OF REVIEWING EVALUATION**

I read above evaluation on ………………………………

I have also been informed of the possibility to appeal to the Rector within 14 working days from the date of presentation of this evaluation.

………………………………………..

(signature of the academic)

I have read this document:

(date and signature of the direct superior of the academic subject to evaluation)

(date and signature of the faculty dean/head of the general university organisational unit)

**Part IV.**

**APPEAL PROCEDURE**

Date of submission of the appeal by the academic teacher:

1. **Team for the initial examination of the appeal, comprising:**
2. …………………………………………… ………………………… (chairperson)

(first name and surname) (signature)

1. …………………………………………… …………………………

(first name and surname) (signature)

1. ……………………………………………. ………………………….

(first name and surname) (signature)

1. …………………………………………… ………………………….

(first name and surname) (signature)

1. ………………………………………….. ………………………….

(first name and surname) (signature)

Date of examination of the case by the Team:

**Position of the Team:**

1. **Appeal examined by the Rector.**

Date of examination of the case by the Rector:

**Rector’s decision:**

1. I uphold evaluation appealed against;
2. I change evaluation in favour of the appellant;
3. I revoke evaluation appealed against and transfer the case to the evaluation committee for re-examination.\*

\* delete as appropriate

Justification:

……………………………

RECTOR

*(seal and signature)*